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MEMORANDUM FOR: Chief, Applications Division

SUBJECT : Briefings for ADD/M&S on MAP Projects

1. Mr. McMahon has asked for briefings on those MAP projects which are truly oriented toward management support. Because of scheduling difficulties which could arise, I have set up these briefings during the times previously set aside for the August Office Directors' meetings on MAP (with minor changes to previously scheduled meetings marked by *):

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- 2. As noted above, Mr. McMahon is interested in those projects whose goals are related to Directorate or Agency management. He wants to hear about the purpose of the application system, where it fits into the overall picture, its end products, its inputs and when it will be in operation. He is less interested in the way the system works. Because of this guidance, the briefings should be joint effort between the project leaders/managers in OJCS and the customer Offices. The briefings for each Office should be held to an hour. Attendance should be limited to those participating in the briefings and the appropriate managers.
- 3. These briefings will preempt the regular MAP meetings. for a month, I will reschedule the regular meetings somewhere between 19 August and 6 September (and subsequent meetings about a month thereafter).

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